

**DEVELOPMENT SERVICES DEPARTMENT  
BUILDING DIVISION**

PHONE: 954.797.1111 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV

**COMMERCIAL ADDITION**

**\*We require 3 sets of plans/surveys Packaged and stapled together and 2 copies of applications and all other forms being submitted for this permit**

**Required**

- \_\_\_ Print out from the Broward County Property Appraisers Office (**WWW.BCPA.NET**)
- \_\_\_ **Zoning** (May require site plan review, consult with a planner)  
(3 Original Sealed Surveys no older than 2 years)  
Plot Plan (showing all intended setbacks from property lines and other existing structures)  
Surveys must show all easements and encumbrances. Site plan modifications & parking calculations
- \_\_\_ **Landscape** (Can Be Incorporated on the Plot Plan) Signed and sealed by a landscape architect.)
- \_\_\_ **Engineering** 2 Complete sets of SWPPP to Comply W/ NPDES Required by FDEP  
Drainage plan & cross section  
Provide F.F.E. & B.F.E. on site plan and lowers equipment elevation
- \_\_\_ **Structural** (Truss plans\Shop Drawings (3 Complete sets, signed and sealed by eng., reviewed and signed by arch\Eng. of record)  
(Product Approvals 3 complete sets reviewed and signed by Arch\eng of record.)  
(Complete HVHZ Roofing application with notarized signature of contractor.)  
(Letters of retention from insp. Firm that will be inspecting Eng. Unit Masonry and providing supervision of truss placement. ) (Soil Compaction Letter) including bearing capacity  
(3 complete sets, sealed by arch\Eng)  
Product approval/truss/shop drawings/roofing applications maybe submitted at a later date, however this will result in an additional fee
- \_\_\_ **Electrical** (3 Complete Sets)
- \_\_\_ **Plumbing** (3 Complete Sets)
- \_\_\_ **Mechanical** (3 complete sets of plans) 3 complete sets of energy calculations sign by owner, project architect, or other officially designated agent.  
3 Energy Performance Level (EPL) display cards signed by the building qualifier
- \_\_\_ Drainage district: (Stamped on Surveys or Plans)  
Central Broward Water Control District  
South Broward drainage district approval (if structure is in easement)  
Tindall hammock approval
- \_\_\_ Department of Planning and Environmental Protection (Stamped on each set of plans bring in all forms they return)
- \_\_\_ Broward County Health Department Approval - If Sewage and water usage is with  
Septic Tanks or Wells (Stamped On Each Set of Plans \* Bring In All Forms They Return)
- \_\_\_ Road paving fee or contribution agreement (Town Of Davie Engineering Dept.)
- \_\_\_ Utility service agreement (Town Of Davie Utilities if in Town Of Davie Service Area)
- \_\_\_ Completed building permit application - Please Note Plbg, Elect, Mech, Pools Are Separate Applications.
- \_\_\_ Contractors - A Copy of all applicable licenses (Competency/State & Occupation)  
Copies Of Insurance Certificates for Workman's Comp and General Liability
- \_\_\_ Plan Check Fee in the amount of \$30.00 is required at time of submitting application permit.

\_\_\_\_\_ Contractors Signature

\_\_\_\_\_ Owner signature required if applying for an owner builder permit